



Records Request Information

The Horseheads Central School District has received a withdrawal notification from the parent/guardian of the children listed below.

Child's Name _____ Grade _____ School _____

Child's Name _____ Grade _____ School _____

Child's Name _____ Grade _____ School _____

Child's Name _____ Grade _____ School _____

Child's Name _____ Grade _____ School _____

Child's Name _____ Grade _____ School _____

Please contact us at the below numbers to request records when the above named children register in your school district. We will be happy to forward copies of the students' academic and health records to your district.

| <u>School Name (grade levels taught)</u> | <u>Telephone</u> | <u>Fax</u> |
|---|------------------|----------------|
| Big Flats Elementary (grades K – 4) | (607) 739-6373 | (607) 795-2555 |
| Center Street Elementary (grades K – 4) | (607) 795-2580 | (607) 795-2585 |
| Gardner Road Elementary (grades K – 4) | (607) 739-6347 | (607) 795-2545 |
| Ridge Road Elementary (grades K – 4) | (607) 739-6350 | (607) 795-2485 |
| Horseheads Intermediate School (grades 5 & 6) | (607) 739-6366 | (607) 795-2495 |
| Horseheads Middle School (grades 7 & 8) | (607) 739-6357 | (607) 795-2525 |
| Horseheads High School (grades 9 – 12) | (607) 795-2500 | (607) 795-2515 |

Thank you for your cooperation.

Sincerely,

Karen McLain

Central Registrar and
Information Specialist
(607) 739-5601 ext 4251